



CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

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Sr. Financial Institutions Examiner / Financial Institutions Examiner
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FINAL FILING DATE: April 15, 2009

POSITION NUMBER: 407-006-4102-XXX

TENURE/TIMEBASE: Permanent, Full-Time

LOCATION: Los Angeles

SALARY RANGE: \$5,561 - \$7,097 (SFIE)
\$4,833 - \$5,876 (FIE – Range C)

POSITION DESCRIPTION:

Under the general direction of a Portfolio Financial Institutions Manager, the Credit Union Specialist is responsible for formal monthly and quarterly trending of credit union licensees within a geographic region, analysis of early warning reports, formal review of all annual CPA opinion audits and agreed-upon-procedure audits that are received throughout the year within a region, review of all examination report responses received within a region, bi-weekly examination schedule development, as well as annual examination hour projection, general examination program and policy implementation, administrative application processing (e.g., mergers, conversions, statutory approvals, bylaw amendments, field of membership expansions, etc.), conducting on-site examination and supervisory contacts, and general special projects for the overall benefit of the Credit Union Division. Some travel is required.

DUTIES:

Evaluate data and prepare early warning reports and/or management information reports used for decision-making and to conduct risk assessment of regional or state-wide licensees. Review and analyze monthly and quarterly financial statements, early warning system reports, examination reports (Federal and State), local news, economic reports, and information received from licensees. Assess and document the conditions in licensee practices disclosed by the

examination or other off-site reviews. Draft letters for the examination report to respond to any adverse practices disclosed during the examination and any actions to be taken by the licensee to correct the problem(s). Coordinate examination programs and schedules with other agencies.

Review and analyze licensee applications and field membership expansion applications. Prepare memorandum of findings and conclusions for all such applications. Review and make comments on proposed bylaw amendments. Consult with licensees, or proposed licensees, to discuss matters affecting the processing of any particular application or relating to application deficiencies. Work closely with federal agency counterparts to analyze information and gain consensus in approach and conclusions. Discuss legal interpretation and ramifications with Portfolio FIM, Deputy and internal Legal unit.

Process licensee requests for statutory approvals and various waiver/variance requests. Prepare memorandum of findings and conclusions for all such applications. Consider all applications in context of Division policy and legal interpretation. Prepare approval letters or denial letters stating the reasons for denial. Track application activity for special reports.

Conduct on-site examinations of the departments, divisions or units of a licensee and/or affiliates, including the most complex examinations of the largest and most complex operations of a licensee. Prepare examination reports that accurately communicate examination findings and the financial condition of the licensee. Write comments, and edit and coordinate the report comments of other examiners. Evaluate and determine compliance with applicable laws and regulations. Perform special projects and other duties as required.

Will also consider applications from Financial Institutions Examiners (FIE's), Range C.

FILING INSTRUCTIONS:

Who May Apply:

Applications will be accepted from individuals who are currently in the above class or who have list, transfer or reinstatement eligibility to the class. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Appointment is subject to reemployment and SROA policies.

Send Applications To:

**Department of Financial Institutions
Attn: Human Resources
1810 - 13TH Street
Sacramento, California 95811**

Additional questions regarding this position should be directed to Mr. Bert McLane
at (213) 897-9351 or bmclane@dfi.ca.gov